

**Lac du Flambeau Town Lakes Committee**  
**Standing Rules Revised (Approved by Town Board, 11/4/15)**

**I. Order of Business**

- A. Call to order.
- B. Open meeting statement.
- C. Roll call and welcome guests.
- D. Approve agenda.
- E. Approve minutes of the previous meeting
- F. Public comments.
- G. Discussion and action on agenda items.
- H. Tribal report
- I. Letters and communications.
- J. Set next meeting date.
- K. Adjourn

**II. Membership**

- A. Any full or part time resident of the Town of Lac du Flambeau may be a member of the Lac du Flambeau Town Lakes Committee.
- B. The voting members shall consist of not more than thirteen members.
- C. The committee may add 5 alternate members who may vote in the absence of voting members.
- D. The Lac du Flambeau Band of Lake Superior Chippewa Indians may recommend one voting member.
- E. The voting members will be nominated annually in September and serve from January 1 to December 31 of the following year.
- F. The annual nomination of Town Lakes Committee members may be by printed record or by voice vote.
- G. The Lac du Flambeau Town Board must approve voting members of the Lac du Flambeau Town Lakes Committee. The Town Board has the right to remove any member for just cause.
- H. Vacancies that occur during a membership year may be filled by the committee and must be approved by the Town Board.
- I. Revisions of membership rules shall not cause any member to be removed.

### **III. Committee Officers**

- A. Chairperson
- B. Vice-Chairperson
- C. Secretary
- D. Alternate Secretary
- E. Financial Officer, if required
- F. The chairperson, vice-chairperson and secretary shall be elected yearly in September by a majority vote of the Town Lakes Committee and/or appointed by the Lac du Flambeau Town Board.
- G. The financial officer and alternate secretary will be appointed by the chairperson, vice-chairperson or the Town Board.

### **IV. General Rules**

- A. The Lac du Flambeau Town Lakes Committee is an arm of the Lac du Flambeau Town Board by Statute.
- B. The chairperson shall preserve order and conduct the meetings. In the absence of the chairperson, the order of succession shall be vice-chairman then secretary.
- C. The secretary will conduct the roll call of all voting members. In the absence of the secretary or alternate secretary, the chairperson may appoint a temporary secretary from among committee members.
- D. The financial officer and/or a designated member will keep a record of all monies being spent and balance his/her books with all other responsible parties. A financial report will be provided during each committee meeting.
- E. A quorum must be present to conduct a meeting. Seven voting members will constitute a quorum.
- F. All meetings will be posted to conform to open meetings law requirements.
- G. The secretary will record all minutes of all meetings. They will be filed in the town clerk's office for public knowledge.
- H. Voting can be done orally. A voting member can request a ballot or roll call vote.
- I. The Chairman will recognize anyone wishing to speak.
- J. Time for citizen comments will be provided at the meeting and may be limited by the chairperson. However, in accordance with state statutes, citizen comments must be specific to action items posted on the published agenda and must be made prior to the committee action on the item.
- K. No rules of the committee shall be suspended, altered or amended without the consent of 2/3 of the voting members and/or by motion of the Lac du Flambeau Town Board.
- L. In all parliamentary questions raised during a session of the committee, and which are not covered specifically by the foregoing rules, Robert's Rules of Order shall prevail.
- M. The committee can have action teams as deemed necessary.
- N. Unless directed otherwise by the Town Board, the Town Lakes Committee shall hold its official, regularly scheduled meetings at the Lac du Flambeau Town Hall. Other events, such as workshops or presentations sponsored by the TLC, may be held at locations that most enhance the quality of the events. If it is anticipated that a quorum of TLC members may attend such an event, said members shall not take any action at the event on behalf of the Town Lakes Committee.